ONE-TIME DEDUCTION WORKSHEET
STATE OF NORTH DAKOTA   SFN 13092

Pay Group: This is either PG1 (salaried employees), PG2 (hourly employees), or MJ1 (employees that are employed by more than one agency or have two positions within one agency).

Business Unit/Set ID#: This is a 5-digit number made up of your agency's 3-digit number with 00 on the end.

Department #: This is the 3-digit number of the division that the employee is in. If your agency does not have separate division numbers it is the 3-digit agency number.

Prepared by: Your name.

Date: The date the document was prepared.

Empl ID#: The id number of the employee the deduction will be for.

Employee Name: The employee's name.

Plan Type: Select the plan type from the table on the following pages.

Benefit Plan: Select the benefit plan from the table on the following pages.

Deduction Code: Select the deduction code from the table on the following pages.

Addition, Override, or Refund Box: Check the addition box if the one-time deduction is an addition to the regular deduction. Check the override box if the one-time deduction is an override of the regular deduction. Check the refund box if the one-time deduction is a refund of the regular deduction.

Flat/Additional Amount: The dollar amount of the one-time deduction.

Tax/Non-taxable: Check the tax box if this deduction is taxable. Check the non-taxable box if this deduction is not taxable.

Once this form is completed please submit the original to OMB to enter. Agencies should keep a copy in the employee's file.